

**STATE WATER COMMISSION EMPLOYEES
SUNSHINE FUND POLICY STATEMENT**

Amended January 1, 2009

Throughout the year, occasions and situations arise which require an appropriate response from the employees of the State Water Commission (SWC). Examples include retirement, resignation, hospitalization or serious illness, death of an employee or within an employee's immediate family, birth, and marriage.

Rather than rely upon individual contributions for events, the Sunshine Fund provides a ready funding source for most occasions and situations to enable a prompt response. Therefore, the Sunshine Fund eliminates that need for individual funding solicitation.

- A. The Sunshine Fund was established through the voluntary annual contributions by the SWC employees. The contributions schedule is as follows:
 - 1. Pay grades 12 and below are asked to voluntarily contribute \$15.00 per year
 - 2. Pay grades 13 and up are asked to voluntarily contribute \$20.00 per year
 - 3. New employees are asked to voluntarily contribute \$1.00 per month for the remainder of the year

- B. A bank account shall be, and is established at the Bank of North Dakota in the name of the "State Water Commission Sunshine Fund." Contributions may be made by check payable to the fund, or in cash.

At the completion of each calendar year, any funds remaining in the Sunshine Fund shall be carried forward to the next year.

- C. The State Engineer shall designate an employee of the SWC to manage the collections and disbursements of the Sunshine Fund.

- D. To ensure that the Sunshine Fund is equally and fairly applied, monies shall be allocated accordingly to the following established schedules. Cash shall not be given except in the case of a marriage or a memorial:

1. **Retirement - current employee:**

- a) North Dakota Administrative Code § 4-07-18-06, refer to Human Resource Management Services, states: A retirement award must be provided to an employee who has a minimum of 15 years of service, and who has not been previously recognized for a retirement by the state:
 - 1) A retirement certificate and/or plaque signed by the Governor. (state funds)
 - 2) A gift with a value not to exceed \$200. (state funds)
 - 3) A farewell party may be provided upon agreement of the employee and the agency. (state funds)
- b) In addition to the provisions stipulated in the North Dakota Administrative Code § 4-07-18-06, the Sunshine Fund shall also allocate funds, not to exceed \$150.00, which shall be provided toward the retirement gift. (Total gift amount shall not exceed \$350.00, of which \$200.00 is from state funds and \$150.00 is from the Sunshine Fund.)
- c) Refer to Retirement and Resignation Section.

2. **Resignation - current employee:**

- a) 1 - 5 years of SWC service:
 - Gift - not to exceed \$25.00
- b) 6 - 10 years of SWC service:
 - Gift - not to exceed \$50.00
- c) 11 - 15 years of SWC service:
 - Gift - not to exceed \$75.00
- d) 16 or more years of SWC service:
 - Gift - not to exceed \$100.00
- e) Additionally, the Sunshine Fund may also allocate funds, not to exceed \$100.00, to defray the expenses of a social function (agreed to by the employee) such as a dinner, luncheon, coffee party, open house, etc. Expenses may include food, non-alcoholic beverages, paper products, flowers, etc.
- f) Refer to Retirement and Resignation Section.

3. **Hospitalization or serious illness - current employee:**

- a) Floral arrangement - not to exceed \$50.00
(includes arrangement (\$40.00), tax, and delivery fee)

4. **Death - current employee:**

- a) Floral spray for memorial service - not to exceed \$115.00
(includes spray (\$100.00), tax, and delivery fee); and
- b) Cash memorial - \$100.00

**Death - current employee's immediate family
(spouse/child/parent):**

- a) Floral spray for memorial service - not to exceed \$90.00
(includes spray (\$75.00), tax, and delivery fee); or
- b) Cash memorial - \$75.00

Death - SWC retired employee (case-by-case determination):

- a) Floral spray for memorial service - not to exceed \$90.00
(includes spray (\$75.00), tax, and delivery fee); or
- b) Cash memorial - \$75.00

Death - retired employee's spouse (case-by-case determination):

- a) Floral spray for memorial service - \$90.00
(includes spray (\$75.00), tax, and delivery fee); or
- b) Cash memorial - \$75.00

5. **Marriage - current employee:**

- a) Cash gift - \$100.00

6. **Birth - current employee:**

- a) Floral arrangement - not to exceed \$50.00
(includes arrangement (\$40.00), tax, and delivery fee); and
- b) \$50.00 to purchase a \$100 savings bond for child; or
a \$50.00 gift card at store of parent's choice

- E. Non-participants. Sunshine Fund monies shall not be expended on behalf of employees who have elected not to contribute during the current calendar year; however, cards will be available. No additional solicitations will be made.
- F. Situations not covered within this policy statement will be considered by the Sunshine Fund manager on a case-by-case basis.
- G. Responsibilities of the Sunshine Fund Manager:
 - 1) At the time of an event, the manager will provide notification by electronic mail that a card is available for signatures.
 - 2) The manager is responsible for providing/managing the elements of an event such as floral orders, savings bond purchases, and the expenditure of funds for cash gifts, memorials, and defrayment of social function expenses.
 - 3) The manager shall maintain records/receipts of the expenditure of all funds.
 - 4) An annual audit of the Sunshine Fund shall be conducted by two Fund participants. The audit shall include the financial report of all records, receipts, and the collections and expenditures of funds.

RETIREMENT AND RESIGNATION

Retirement and resignation are personal matters, and the wishes of individuals vary. Therefore, judgment shall be used in determining the level of what is done to recognize retiring or resigning employees.

Upon the announcement of the intent of an employee to retire or resign, the director of that employee's division will determine whether or not the individual is agreeable to a social function. If the employee does not wish to have a social function, that will be respected.

- A. Planning of activities for an employee retiring or resigning will be the responsibility of the division director in which the employee is currently serving.
- B. Social functions could include, but are not limited to activities such as a dinner, luncheon, coffee party, open house, or other similar activities.
- C. Retirement Funding. Refer to North Dakota Administrative Code § 4-07-18-06, and Sunshine Fund policy statement items D 1 a-c.
- D. Resignation Funding. Refer to Sunshine Fund policy statement items D 2 a-f.